

**TO: DEANS, DEPARTMENT HEADS AND BUDGET UNIT HEADS**

**FROM: Carter Scott, Controller**

**DATE: March 21, 2016**

**SUBJECT: YEAR END DEADLINES**

The University's year end is **Saturday, April 30, 2016**. All transactions occurring before year end must be dated **April 30, 2016** or earlier to be included in the 2015/2016 budget year. **It is the responsibility of each department to submit its accounting records before the deadlines listed below.** The transactions received before these deadlines will be included in the 2015/2016 budget year.

### **CASH RECEIPTS**

All cheques and cash must be deposited by the central cashier on or before **Friday, April 29, 2016** in order to be processed with an April date. All deposits made after April 29 will be May dated. In order to accommodate year end processing, **the cashier hours will be extended as follows: April 27 & 29 9:00 a.m. – 12:00 and 12:30 – 3:30 p.m.**

### **PETTY CASH**

Expenses incurred prior to **April 30, 2016** must be submitted through the central cashier no later than **Monday May 2, 2016** to be processed with an April date. It is strongly encouraged that petty cash claims be submitted prior to April 29 where possible to ensure your claim will be processed in the 2015/2016 budget year. **The cashier will be accepting petty cash reimbursements up to and including May 2, 2016.**

### **ACCOUNTS RECEIVABLE INVOICES**

All April dated invoices for external customers must be finalized and printed **by 3:00 p.m. on April 29, 2016.**

### **INVENTORIES**

The last day for submission of the physical inventory sheets is **Tuesday, May 3, 2016.**

### **INTERDEPARTMENTAL CHARGES**

Interdepartmental charges for goods received or services rendered before **April 30, 2016** must be dated **April 30, 2016** or prior and journalled no later than **Monday, May 2, 2016**. Ensure the Accounting Date on the Journal Entry Header Panel is changed to April 30, 2016.

### **TRAVEL EXPENSES/TRAVEL ADVANCES**

Travel costs for non-UWO employees incurred prior to **April 30, 2016** must be submitted no later than **Friday, April 22, 2016**. Employees must use the on-line travel expense system. On-line expense reports must be approved by the final approver by **April 30, 2016** to be included in the 2015/2016 budget year. All outstanding travel advances should be cleared by that date. Hard copies of on-line expense reports with original receipts attached must be forwarded to the Travel desk, SSB 6100 by **Monday, May 9, 2016.**

### **PAYROLL INSTRUCTIONS**

Regular and vacation pay for part-time employees and any overtime owed to employees should be paid in April. Financial Services will accrue payroll from April 17 to 23, 2016.

### **PROCUREMENT INSTRUCTIONS**

Purchase orders for goods and services received in the 2015/2016 budget year and invoiced before **May 1, 2016** must be approved and released in Mustang Market by **April 30, 2016** to be processed in the 2015/2016 budget year. Purchase orders for goods and services shipped, received and invoiced after **May 1, 2016** will be committed against the 2016/2017 budget year.

Suppliers' invoices must be in Accounts Payable, [apinvoice@uwo.ca](mailto:apinvoice@uwo.ca) or SSB 6100, no later than **May 2, 2016**. Invoices received after this date will be processed in the 2016/2017 budget year.